

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title : Accounting Technician II
Department: General
Revised : March 2010

Class : Paraprofessional
FLSA : Non-exempt

This job description supersedes any prior description for the Accounting Technician II classification.

GENERAL DESCRIPTION

Paraprofessional level accounting work requiring the application of accepted rules of accounting to a variety of procedural and substantive guides to determine courses of action. Supervision is received from an administrative superior, who reviews work by analysis of work accomplished and periodic conferences. Work is also audited by external auditors annually.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Maintains the disbursement of accounts including encumbering of purchases, auditing of invoices, preparing vouchers, posting, reconciling, and preparing trial balances and other necessary reports.

Maintains accounts receivable records including the preparation of daily reports on collections, posting of figures to general ledger and the taking of trial balances and preparation of billing statements.

Performs a variety of accounting clerical work in auxiliary bookkeeping functions and activities.

Compiles data and prepares statistical reports to assist supervisors in such accounting areas as budgeting or purchasing.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of the application of established bookkeeping and accounting principles and techniques to standardize accounting transactions.

General knowledge of established governmental and departmental budgeting and bookkeeping practices and procedures.

General knowledge of office methods and procedures.

Ability to plan and organize work for subordinate clerical personnel.

Ability to maintain effective working relationships with the public and other employees.

Ability to present information clearly and concisely in oral and written form.

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Ability to interpret and apply laws and regulations pertaining to the financial records maintained.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 10 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Associate's Degree from an accredited college or university in Accounting, Business Administration, or related field; or graduation from high school including or supplemented by basic courses in bookkeeping or accounting and three years experience in bookkeeping or accounting clerical work in an accounting office; or an equivalent combination of education and experience. A valid driver's license may be required dependent upon the department assigned to and the specific job responsibilities of the position.

**This job description does not create an employment contract,
implied or otherwise.**